

December 21, 2021

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The Dallas County Board of Supervisors met in regular session pursuant to board rules with Chairman Brad Golightly, Supervisor Mark Hanson and Supervisor Kim Chapman present. Others present: Chuck Sinnard – DC Attorney, Rob Tietz – Operations Director, Beth Deardorff – Human Resources Director, Todd Noah – IS Director, Melinda Harney – Administrative Coordinator, Julia Helm – DC Auditor, Mike Thomason – EMS Director, AJ Seeley – Emergency Management Coordinator, Josh Heward – Emergency Management Specialist, Shannon Rollings – Sheriff, Mary Cline – Auditor/GIS, Kim Owen – Elections, Penny Freestone – Auditor, Jared Higley – Deputy Auditor, Jerry Purdy – Farnsworth Group, Frank Hayer, ReNae Arnold, Jon McAvoy, Deb Bengtson and Dustin Teays– Raccoon Valley Radio.

**Item 1:** Call to Order - Chairman Golightly called the meeting to order at 9:01 a.m.

**Item 2:** Approve Agenda - Motion by Chapman and seconded by Hanson to approve the agenda as presented. All ayes. Motion carried

**Item 3:** Pledge of Allegiance

**Item 4:** Open Forum – AJ Seeley DC Emergency Management Coordinator introduced the Specialist in his department Josh Heward. Heward explained his background to the Board.

**Item 5:** Consent Agenda

A) Payroll & Disbursements from 12/17/2021

Motion by Hanson and seconded by Chapman to approve the consent agenda. All ayes. Motion carried.

**Item 6:** Disc/Action Re: Supervisors Minutes from 12/14/2021

Motion by Chapman and seconded by Hanson to approve the 12/14/2021 minutes as presented. All ayes. Motion carried.

**Item 7:** Disc/Action Re: Payroll Change Notices

Beth Deardorff presented the following payroll change notices:

Sheriff – payroll change Holly Smith promoted to Dispatch Supervisor from \$1961.72 to \$2470.40/bi-weekly  
-payroll change Bob Coffin from Lead Dispatcher to Dispatch Supervisor \$2444.80 to \$2470.40/bi-weekly

Motion by Hanson and seconded by Chapman to approve the payroll changes as submitted. All ayes. Motion carried.

**Item 8:** Disc/Action Re: County Public Information Officer Designation

AJ Seeley reported on a discussion from the Emergency Planning sessions. He stated to promote uniformity of the county message that the Board should consider establishing a Public Information Officer.

He said that some traits for a successful PIO are:

- Ability to express the position of the County both oral and written
- Ability to attend PIO centric Training and understand consideration
- Respond appropriately to, at time contentious questions
- Working with the county departments and elected officials

Beth Deardorff, HR Director, said that she has worked with Rob Tietz & has a tentative job description and are planning to discuss during budget meetings.

**Item 9:** Disc/Action Re: Sheriff's Vehicle Purchase Requests

2021 Dodge Charger \$30,147.00

2018 Dodge Charger - \$10,000.00 trade-in  
\$20,147.00

2021 Dodge Durango \$33,995.00

2018 Dodge Durango - \$19,000.00 trade-in  
\$14,995.00

Motion by Chapman and seconded by Hanson to approve the Sheriff's Vehicle Purchase Requests as presented and authorize the chair to sign. All ayes. Motion carried.

**Item 10:** Disc/Action Re: EMS Department

A) Affiliation Agreements with Adel, Perry, & DeSoto

Mike Thomason, DC EMS Director, presented the affiliation agreements and said that they have the same language as the previous one passed.

Motion by Hanson and seconded by Chapman to approve the affiliation agreements between Dallas County EMS Department and the Cities of Adel, Perry, & DeSoto and authorize the chair to sign. All ayes. Motion carried.

B) Billing Company RFP

Thomason said that he tried to cancel the Lifequest contract but was unable to as the contract does not end until

2024. But, he did discuss with Lifequest the RFP and asked for the same function but with a lower billing price. Thomason said that Lifequest agreed and lowered the billing percentage which will save the county approximately \$18,000. The new rate would begin on January 1, 2022 and does not extend the term.

The Board would like this topic back on the agenda next week as an addendum to the original contract.

**Item 11:** Disc/Action Re: Resolution 2021-0119 Abate Mobile Home Taxes  
Motion by Hanson and seconded by Chapman to approve Resolution 2021-0119. All ayes. Motion carried.

**RESOLUTION 2021-0119**

**WHEREAS**, Iowa Code Section 435.25 provides that taxes should be abated upon mobile homes removed from the County, or when it is administratively impractical to pursue tax collection; and

**WHEREAS**, the mobile homes listed comes within such terms of said Iowa Code section.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF DALLAS COUNTY, IOWA** that

All taxes, regular and special, penalties, interests and costs for the attached listed mobile homes be and are hereby abated.

(Attachment-filed in Supervisors office)

Owner	Lot#	VIN#	Taxes	Int&Fees	Total
Vasquex Rodriguez, Luisa Fernanda		MU30913	\$59		\$59.00
Terry, Amanda	61	MU236705	\$74		\$74.00
Vega Escutia, Paulino	8	13234	\$63		<u>\$63.00</u>

**Grand Total: \$196.00**

**AYE**  
Brad Golightly, Chairman  
Kim Chapman, Member  
Mark A. Hanson, Member

**NAY**

Dated this 21<sup>st</sup> day of December 2021  
ATTEST: Julia Helm, Dallas County Auditor

**Item 12:** 9:30 a.m. Disc/Action Re: Public Hearing 1<sup>st</sup> Reading of Proposed Amendments to Chapter 3 Establishing County Supervisor Districts & Election Precincts Dallas County Code of Ordinances  
Auditor Helm presented the ordinance. She said that Dallas County would be adding 12 precincts. Auditor Helm explained the process and the next steps after the Board approves. Hanson asked Mary about the population of his district. The next public hearing and reading will be December 28 at 9:30 a.m.

Motion by Chapman and seconded by Hanson to approve the 1<sup>st</sup> Reading of the Proposed Amendments to Chapter 3 Establishing County Supervisor Districts & Election Precincts Dallas County Code of Ordinances and set second reading for December 28, 2021 at 9:30 a.m. All ayes. Motion carried.

**Item 13:** 10:00 a.m. Disc/Action Re: Public Hearing Pitney Bowes Postage Meter Lease  
Harney said that a 48-month lease is being presented. It includes new machine, software updates and maintenance.  
Motion by Hanson and seconded by Chapman to close the public hearing. All ayes. Motion carried.

Motion by Chapman and seconded by Hanson to approve Pitney Bowes Postage Meter Lease agreement presented today and authorize the chair to sign. All ayes. Motion carried.

**Item 14:** Disc/Action Re: Auditor Elections Equipment Trailer Purchase  
Request to trade in three 16’ trailers and purchase four 20’ trailers from Snappy. Helm recommended because this bid had the best price and trade-in value. This purchase of \$27,050.00 is budgeted and planned as the new precincts were added to the county.  
Motion by Chapman and seconded by Hanson to approve the purchase agreement with Snappy’s Used Cars and Dallas County and authorize the chair to sign. All ayes. Motion carried.

**Item 15:** Disc/Action Re: Carriage House Restoration Project  
A) Certificate of Substantial Completion  
Tietz said this is the official acknowledgement that the project is complete and it starts the 30 day clock for the retainage payment.  
Motion by Hanson and seconded by Chapman to approve the Certificate of Substantial Completion on the Carriage House Restoration Project and authorize the chair to sign. All ayes. Motion carried.

B) Pay Application #4  
\$9358.47 will not be paid for 30 days  
Motion by Hanson and seconded by Chapman to approve pay application #4 for \$9358.47 for the Carriage House Restoration Project and authorize the chair to sign. All ayes. Motion carried.

**Item 16:** Disc/Action Re: Board Appointments – continue to seek and review applications. Compensation board has an opening

- A. Conservation Board
- B. Board of Adjustment - unincorporated
- C. Board of Health – several candidates
- D. Resolution 2021-0120 Boone Township

Motion by Chapman and seconded by Hanson to approve Resolution 2021-0120. All ayes. Motion carried.

### **RESOLUTION 2021-0120**

**BE AND IT IS HEREBY RESOLVED** that the Dallas County Board of Supervisors approve the following Township Trustee to fulfill a vacancy in Boone Township.

#### **TERM EXPIRES:**

December 2024

Sharon Krause  
30375 Napa Ranch Rd  
Waukee, IA 50263

**AYE**  
Brad Golightly, Chairman  
Mark A. Hanson, Member  
Kim Chapman, Member

**NAY**

Dated this 21<sup>st</sup> day of December, 2021  
ATTEST: Julia Helm, Dallas County Auditor

**Item 17:** Disc/Action Re: Future County & Court Space Needs  
Discussion of the study and where the different county and court offices could go for the short-term.

The Board recessed at 10:53 a.m. and reconvened at 10:58 a.m.

**Item 18:** Disc/Action Re: Budget Workshops  
Tietz said that the timing of the department meetings is the week of January 10, 2022.  
He stated there are changes to the Mental Health fund 10 due to legislation last year. He sent the Board recommendations from DHS.  
Golightly stated that their region has a good workable model and that it should be evaluated for efficiencies.  
Darci Alt asked for a meeting with Rob Tietz and Brad Golightly to review the budget and staffing under the new code sections and recommendations.

**Item 19:** Disc/Action Re: Possible Closed Session Pursuant to Iowa Code (21.5J) to discuss purchase of particular real estate

Motion by Chapman and seconded by Hanson to go into a closed session pursuant to Iowa Code (21.5J) to discuss purchase of particular real estate

Time: 11:46 a.m.

Roll Call

Brad Golightly – Yes

Mark Hanson – Yes

Kim Chapman – Yes

Motion carried.

Motion by Hanson and seconded by Chapman to go out of a closed session pursuant to Iowa Code (21.5J) to discuss purchase of particular real estate

Time: 12:03 p.m.

Roll Call

Brad Golightly – Yes

Mark Hanson – Yes

Kim Chapman – Yes

Motion carried.

**Item 20:** Other Business

- Attorney Union negotiations will be next Thursday
- Save the date Greater Dallas County Development Alliance event on Tuesday, January 11
- Rob Tietz and Kim Chapman meeting with the City of Adel
- Workshop for non-departmental or 99 for funding of regional requests
- Windstream decision by January 5- waiting to hear from Governor's Office for a grant

**Item 21:** Motion to adjourn - Motion by Chapman and seconded by Hanson to adjourn the meeting at 12:03 p.m. All ayes. Motion carried.

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Julia Helm, Dallas County Auditor

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Brad Golightly, Chairman